International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Math Instructional Coach

Exemption Status/Test: Exempt

Reports to: Area Academic Coordinator/ District Director

Date Revised: 11/2025

Dept./School: Curriculum and Instruction

Primary Purpose:

The Math Instructional Coach supports high-quality math instruction across campuses in the assigned Area. The role is responsible for both onboarding new teachers (K-12) and providing ongoing instructional coaching to current teachers (K-8).

Key Responsibilities:

- **20 - 40% Onboarding New Teachers K-12**
  Responsible for onboarding new Math teachers, including orientation, initial training, mentoring, and support in instructional planning and classroom management.
  Ensures new teachers are equipped with the tools, resources, and guidance needed to succeed in their roles.

- **60 - 80% Instructional Coaching K-8**
  Provides ongoing instructional coaching to Math teachers across K-8 campuses in the assigned Area. This includes planning, demonstration, observation, co-teaching, and lesson studies.

Qualifications:

Education/Certification:
Bachelor's Degree in Education or related field
Master's degree preferred
Valid Texas teaching certificate in content endorsement preferred

Special Knowledge/Skills:
Knowledge of curriculum design and implementation
Ability to interpret data and evaluate instruction programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Strong organizational, communication, and interpersonal skills
Must possess demonstrated evidence of leadership responsibilities beyond those required in the classroom.
Must possess an in-depth knowledge of DLI programs, curriculum, instructional best practices, and adult learning theories.

Must possess effective instructional delivery techniques and the ability to guide and develop teachers.
Must possess the ability to establish and maintain effective working relationships with teachers, administrators, community members, students and others.
Must possess the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community-based organizations.

Experience:
Two years of Math teaching experience
Experience in coaching teachers on the use of best practices

Major Responsibilities and Duties:

Staff Development

1. Work cooperatively with all Academic Directors, Academic Coordinators, Subject Matter Experts, and Area Content Instructional Coaches to mutually support the common mission of ILTexas.

2. Assist all teachers in the Area that teach in assigned content.

3. Extensive travel (i.e., will require weekly visits to Area campuses, possible travel to professional conferences, and at specific times, across the charter network for professional development.)

4. Advances teacher's deep understanding and use of content knowledge and research-based instructional strategies to help students meet rigorous academic standards.

5. Provides classroom-based support for implementation of new and/or refined instructional practices.

6. Facilitates vertical alignment and planning across grade level PLCs.

7. In conjunction with District Area Academic Coordinator, create structures and processes for collaborative work that promote collegiality and shared responsibility.

8. Models use of effective collaboration skills.

9. Assures that time available for professional learning and collaboration is used to enhance quality teaching and student learning.

10. Engages teachers in data analysis and interpretation of data from multiple sources to determine student and teacher needs.

11. Assist in the structure and design for high-quality, school- and team-based professional learning that supports teacher and student learning.

12. Articulates the intended results of professional learning on teacher practice and student achievement.

13. Facilitates the analysis of student achievement and teacher professional development data to determine the impact on student learning and teacher practice.

14. Increases teachers' capacity to analyze research to make instructional decisions.

15. Advances teachers' understanding and use of various strategies to assess student progress toward established goals and to improve teaching practice.

16. Acts as a resource to support job-embedded professional learning and improved academic achievement in the school.

Other

17. Compile, maintain, and file all reports, records, and other documents required.

18. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

19. Follow district safety protocols and emergency procedures.

20. Keeps District Content Director, Area Academic Coordinator, Area Superintendent, school leader, and other stakeholders aware of activities, progress, obstacles and successes in student achievement and improved teacher practice.

21. Any and all additional duties as assigned by your immediate supervisor.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work inside; frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____